

~~CONFIDENTIAL~~

Report for Week Ending 16 October 1957  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 24 actions requiring the printing of 367,900 copies or sets of blank forms. This represents an increase of 9 actions and an increase of 208,400 copies compared with last week.
- (2) One new and 3 revised forms were approved.

b. Intangible

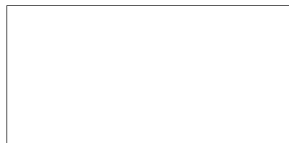
- (1) Form No. 1200 (continued item). One more test made with new ink - results unknown now.
- (2) Flexowriter Programatic forms (2) for Logistics are designed but waiting to be checked with Programatic Tape.
- (3) [ ] from the Office of Logistics, Supply Division is making a detailed listing of all ~~Intangible~~ (continued) stocked forms, taking the information we have on our cards in reference to number, nomenclature, unit, size, office of primary interest, etc. This information will be incorporated in a report for the Chief of the Supply Division.

2. Assignments - Active

- (1) The collections phase of the PSD forms survey was completed at [ ] The collection phase is about 90% completed.
- (2) One Employee Suggestion is pending.
- (3) Eleven new and 3 revisions are pending.

3. News

[ ] will attend a class for Budget Officers to be conducted by the Office of the Comptroller.



25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

Report for Week Ending 16 October 1957  
from  
RECORDS DISPOSITION BRANCH

1. Contributions:a. Intangible

- (1) A meeting of all Administrative Assistants of ORR was called on 10 October 1957 by [ ] ORR Area Records Officer, for the purpose of outlining the Records Disposition Program to representatives of all ORR components. [ ] gave an excellent presentation with emphasis on the legality and application of Records Control Schedules. He also explained in some detail, the procedures used to retire material to the Records Center. [ ] Chief, Admin. Staff reemphasized that legal authority for the destruction of records exists only in approved Records Control Schedules and that components should follow their schedules. He also outlined the method for changing disposition instructions. [ ] then explained the procedure the Records Management Staff is following in the file system installation in ORR. There were twenty-two Administrative Assistants at the meeting which was also attended by [ ]
- (2) Met with members of the Medical Staff, [ ] to discuss a filing problem. Discussion centered around a type of folder to satisfy their needs and a method of maintaining the files which would meet with approval of the professional employees.

2. Assignments - Activea. Project 6-95 - Office of Personnel [ ]

Three of the proposed schedules have been coordinated and approved by the Divisions concerned. Return of a majority of the remaining schedules is expected this week. Requisitions for 7 pieces of filing equipment representing \$2,996.00 were canceled during the survey. This was accomplished by either returning records or the transfer of excess equipment from other components of the Office. Project is 80% complete.

b. Project 8-18 - Office of Operations/Contact [ ]

The inventory phase of the survey is continuing. Many of the employees were unaware that a records control schedule existed in the Contact Division and were glad to learn that several obsolete series of files could be destroyed immediately. The attitude throughout the division leads me to believe that the OO/C employees will be less hesitant in disposing of records now that they are aware that proper authority exists for such action. Project is 35% complete.

CONFIDENTIAL

25X1

c. Project 8-20 - ORR

Installation of subject-numeric file system is continuing.  
Project is 11% complete.

d. Project 8-24 - Map Library Division, ORR

25X1

No change from previous report. Project is 5% complete.

3. Assignments - Inactive

25X1

a. Project 6-40 - OCR

b. Project 6-90 - Commercial Staff

25X1

25X1

Report for Week Ending 16 October 1957  
from  
PROJECTS STAFF

1. Contributions

- a. ✓ Analyzed an inventory of surplus filing supplies in the warehouse and recommended to the Supply Division ways to utilize \$2,976.00 worth of surplus folders and file guides. [ ] 25X1
- b. ✓ Completed installing the subject-numeric filing system in the Office of the Deputy Director of Personnel for Planning and Development. Two separate files were installed, one for the immediate office of DD/Pers/PD to be maintained by his secretary, the second for DD/Pers/PD Staff use and maintenance. Destroyed two cubic feet of records. Three cubic feet were retired three weeks before the survey began. [ ] 25X1
- c. Reorganized my files to provide for newly acquired Management Staff Training Officer's material. Disposed of 3/4 cubic foot of obsolete nonrecord material. [ ] 25X1
- d. Briefed JOT's [ ] on reports management, correspondence management, record keeping practices, and certain aspects of the overall Records Management Program. [ ] 25X1

2. Assignments - Active

- a. Requisition Review - Received 6 requisitions for filing equipment or filing supplies. Disapproved the only two requests for safes, with concurrence of [ ] and ARO concerned. [ ] 25X1
- b. Office of Communications Vault Space Study - With [ ] the ARO for Communications, and representatives of [ ] Corporation observed two [ ] installations. Was conducted on a tour of Communications offices in "I" Building and Alcott Hall by the Commo ARO and shown areas requiring immediate attention. Discussed floor loading and vaulting requirements to enable conversion from widely dispersed safe type equipment to centralized nonsafe equipment for improved personnel utilization and work flow. [ ] 25X1
- c. MRD, Office of the Comptroller - Continuing test of Diebold safety stack filing equipment for tab cards. [ ] 25X1
- d. Commo [ ] Vault Space Study - Surveyed enlarged vault at [ ] to prepare recommendations for improved vault space utilization. [ ] 25X1
- e. Installation of Subject-Numeric Filing System
- (1) Plans Staff, OP - Folders, guides and dividers prepared and installed. Filing of material under new system has been started. Screened and prepared for retirement three cubic feet of records. Project is 35% complete. [ ] 25X1

CONFIDENTIAL

CONFIDENTIAL

(2) Office of the Chief, Procurement Division, OP - Survey of files and contents completed. File folders, guides and dividers prepared and installed. Sorting and screening of current material is under way. [ ]

(3) ORR - Current Support Staff and ORR Materials Division - Installation in both offices is continuing with completion in CSS expected today or tomorrow. [ ]

f. Personnel-Type VM Records - Accompanied by the ARO for Personnel, [ ] and [ ] reviewed OSS vital personnel-type records in the vault. It was revealed that only card and roster records of former OSS personnel are the responsibility of the Office of Personnel whereas folders on these personnel are in RI Archives. [ ] will discuss these findings with Chief, Records Services Division, before replying to our memorandum which recommended transfer of all OSS records to the Records Center. Meeting is scheduled with the ARO for Personnel on 18 October for a final review of their deposits to compile a revised listing for the study. [ ]

g. Records Management Seminar and "County Fair" Material - Continued development of material. Researched our files for data to support statements. [ ]

### 3. Assignments - Inactive

- a. CI/OA Floor Space and Equipment Survey.
- b. IR Shelf File Project.
- c. OS Shelf File Project.
- d. Office of Comptroller, Registry Floor Space and Equipment Survey.

### 4. News

a. Messrs [ ] and I have had two group discussions to incorporate into the subject-numeric classification system improvements developed from experience since inception of the system. So far we have covered the primary subjects, Training and Personnel. [ ] reports that his recent use of the revised Training category in setting up a file eliminated all former ambiguities in this category. [ ]

b. [ ] all of DD/P, accompanied this weeks trip to the repository. In addition, six other DD/P personnel visited the repository. [ ]

CONFIDENTIAL